

DATE POSTED: May 3, 2010
FILING DEADLINE: Open until filled
DAYS / HOURS: Part-time, Hourly, Seasonal
P.M. Supervisor hours are on Fridays from 3 to 11 p.m.

EXTERNAL

Hourly Rate: \$18

DESCRIPTION:

Position

The P.M. Supervisor is responsible for management of the crew's duties during the event and breakdown of the concert site for the "TGIF Jazz in the Parks" weekly outdoor concert series held in Carlsbad city parks. This part-time position requires availability on all Fridays starting June 25 through August 20, 2010 and occasional other times to be negotiated; the period of employment is from June 4 through August 29, 2010.

The Ideal Candidate will possess:

Knowledge of

- Special events or project management practices and procedures.
- Principles of supervision, training, motivation and evaluation.
- Basic first aid methods and safety precautions related to event settings.

Ability to

- Plan, organize and coordinate the activities of event site preparation and operation.
- Communicate clearly and concisely, orally and in writing.
- Supervise multiple activities at once and complete assigned duties on time.
- Establish and maintain cooperative working relationships in the course of work.
- Supervise, train, motivate and evaluate assigned staff.

Key Responsibilities:

- Supervise 13 to 15 crew members in preparing, operating and dismantling a concert site in a city park. Assign all crew duties, monitor and maintain teamwork. Supervise the use of various city and rented vehicles.
- Maintain complete records and timely schedules to complete all on-site work by end of work shift.
- Supervise crew's transportation, assembly and take-down of a 20ft x 20ft portable stage and related equipment; set up/removal of safety signs and equipment according to the Traffic Control Plan; set up/removal of all trash and recycle equipment; and all support equipment for event needs.
- Coordinate with all city personnel, including Police, and contracted service providers arriving on site.
- Assure appropriate practices at all times to ensure the safety of the crew, the public, all vehicles and city property.

DESCRIPTION:

Program

TGIF Jazz in the Parks is a free, outdoor concert series held for nine consecutive Fridays in the summer in Carlsbad. A contracted producer provides talent and sound services. The City of Carlsbad provides all support services, coordinated by the Cultural Arts Office. The concert site moves from park to park across the community every three weeks. All concerts begin at 6 p.m. and end at 8 p.m. and 3,500 people attend each concert. Services include free shuttle service, a traffic safety management system on surrounding streets, on-site food vendors, a major recycling program and trash management.

QUALIFICATIONS:

Experience / Education

Seasoned experience in supervision of crews or teams in concerts and events, construction, athletics, special tasks or basic military operations.

Education—Must have high school diploma or G.E.D. equivalent. College work preferred.

Individual must be at least 21 years of age; possess a valid Class C—California Driver's License and be able to provide a print out from the DMV demonstrating a clean driving record upon request, as well as proof of age.

Required Apparel—Person hired must wear "Crew t-shirt" standard apparel as prescribed by the Cultural Arts Office.

ESSENTIAL FUNCTIONS:

Individual must be able to lift 50 pounds. Incumbents frequently drive to site locations and occasionally are required to physically exert themselves (run, walk, stoop, bend, reach) in the supervision of concert site activities. This position may occasionally require incumbents to lift or move moderately heavy equipment, or materials during the course of duties assigned.

Environmental Conditions

This position requires exposure to outdoors, ability to travel to different sites and locations. Event may require exposure to moderate to loud noise levels for long durations.

APPLICATION / SELECTION PROCEDURE:

Applications may be obtained from the City of Carlsbad, Human Resources, 1635 Faraday Avenue, Carlsbad, CA 92008, or at any library location, or online at www.carlsbadca.gov/hr or call 760-602-2440.

City application and resumé that indicates related experience must be submitted to the City's Human Resources Department. Candidates most qualified will be granted an interview.

FOR MORE INFORMATION:

Cultural Arts Office / City of Carlsbad
Tonya Rodzach
760-434-2905
tonya.rodzach@carlsbadca.gov
www.carlsbadca.gov/arts